



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	6	Program Requirements	
Section	8	Parent and community participation (N.J.A.C. 10:122-6.8)	

§10:122-6.8 Parent and community participation

(a) The center shall complete and maintain on file for each enrolled child a Children's Records Checklist, signed by the director or sponsor/sponsor representative and designated by the Office of Licensing, indicating that the center has obtained documentation of:

1. The child's name, address, birth date, and date of enrollment;
2. The name(s), home and work address(es), home and work telephone number(s) and signature(s) of the parent(s);
3. The name(s), address(es), and telephone number(s) of any person(s) authorized by the parent(s) to visit the child at the center and/or take the child from the center, as specified in N.J.A.C. 10:122-6.5(a)1;
4. The name, address, and telephone number of the child's health care provider;
5. Signed authorization from the parent(s) for emergency medical treatment;
6. The parent's signature attesting to the receipt of the Information to Parents document, as specified in N.J.A.C. 10:122-3.6(b); and
7. Health information for each child, as follows:
 - i. For early childhood programs, a record of the child's health examination and immunizations, as specified in N.J.A.C. 10:122-7.3(a); or
 - ii. For school-age child care programs, a record of the parent's statement concerning the child's health, as specified in N.J.A.C. 10:122-7.3(b).

(b) The center shall allow the parent(s) of enrolled children to visit the center at any time during the center's hours of operation to observe its operation and program activities without requiring the parent(s) to secure prior approval.

(c) The center shall provide the parents of prospective enrollees the opportunity to visit the center to observe its operation and program activities, but may require that such visits are arranged in advance and at the convenience of the center director.

(d) Staff member(s) shall inform the parent(s) of enrolled children in advance of any field trip(s), outing(s), or special event(s) involving the transportation of children away from the center. The center shall inform parents whether a school bus, school vehicle or private passenger vehicle will be used, and whether the driver will be a staff member, a parent, or another person. Before taking a child on such a field trip, outing or special event, the center shall either:

1. Secure individual written consent slips signed by a parent for his or her child(ren) for each proposed field trip, outing or special event;
2. Post a notice of a proposed individual field trip, outing or special event in a place of prominence within the center, on which the parent shall be asked to sign consent for his or her child to attend; or
3. Issue to every parent a written schedule of all field trips, outings or special events to be taken during any given time frame (that is, weekly, monthly, yearly). A parent shall be asked to sign this schedule indicating his or her consent for any or all field trips, outings or special events listed.

(e) The center may utilize a blanket permission slip for taking children on walks only if:

1. Walks are within the center's neighborhood;
2. The center makes arrangements for the handling of visits or telephone calls from parents either by:
 - i. Having someone remain at the center; or
 - ii. Utilizing a telephone answering machine and posting a notice on the entrance door of the center to inform parents of the children's location;
3. The route of the walk involves no safety hazards; and
4. The walk involves no entrance into a facility unless the facility has been indicated on the blanket permission slip.

(f) The center shall maintain on file a record of signed blanket permission slips for walks and signed individual permission slips for field trips, outings or special events.

(g) The center should promote the involvement of representatives of the community to enhance the staff members' and the children's knowledge of community services, programs and resources.

(h) For early childhood programs, the following shall apply:

1. The center shall adopt at least one of the following options to ensure the participation of the parents of enrolled children in the activities and operations of the center.

i. A governing board responsible for approving, reviewing, and monitoring the center's policies, budget, staff recruitment and selection, physical environment, and program activities;

ii. An advisory committee that offers advice and counsel to the center on its policies, staff recruitment and selection, physical environment, and program activities;

iii. An annual meeting to which all parents and staff members are invited for the purpose of sharing goals, recommendations and concerns. The center shall maintain on file a record of this meeting; or

iv. An annual open house to which parents are invited for the purpose of observing the program. The center shall maintain on file a record of the open house.

2. Centers choosing the options specified in either (h)1i or ii above shall maintain on file a listing of current members of the board or committee and documentation indicating that the board or committee is functioning. The board or committee shall:

i. Offer at least one-third of its membership positions to parents of enrolled children;

ii. Include representatives from the civic, business, educational and/or child care communities; and

iii. Meet at least quarterly during the center's operating year.

3. The center shall provide for the direct involvement of parents of enrolled children in the center's operation and activities by:

i. Providing an opportunity for parents to volunteer to help in the center's program; and

ii. Holding individual parent/staff conferences semi-annually and upon request of the parent and/or staff member(s) to discuss the child's needs and progress.

4. The center shall provide for the parents of each newly enrolled child an opportunity to attend an enrollment conference, at which the center shall:

i. Inform parents about the center's days and hours of operation;

ii. Discuss the individual child's habits, dietary and sleep needs, activities, behavior and development, if applicable;

iii. Discuss the center's policy on releasing children, toilet training children when applicable, and administering medication and health care procedures;

iv. Discuss and distribute the center's policy on the management of communicable disease, as specified in N.J.A.C. 10:122-7.11;

v. Discuss and distribute the Information to Parents document, as specified in N.J.A.C. 10:122-3.6(a); and

vi. Discuss and distribute the center's policy on the expulsion of children from enrollment at the center, as specified in (j) below.

(i) For school-age child care programs, the following shall apply:

1. Upon the child's enrollment, the center shall:

i. Inform parents about the center's days and hours of operation;

ii. Ask parents to inform the center about the individual child's habits, dietary needs, activities, behavior and development, if applicable;

iii. Inform parents about the center's policies on releasing children and administering medication and health care procedures;

iv. Give parents a copy of the center's policy on the management of communicable disease, as specified in N.J.A.C. 10:122-7.11;

v. Give parents a copy of the Information to Parents document, as specified in N.J.A.C. 10:122-3.6(a);

vi. Give parents a copy of the center's policy on the expulsion of children from enrollment at the center, as specified in (j) below; and

vii. Inform parents about the center's policy for serving meals and snacks when the center is operating on days when the child's school is not in session, if applicable.

(j) The center shall develop and follow a written policy on the expulsion of children from enrollment at the center.

1. The expulsion policy shall include:

i. The circumstances under which a child may be expelled;

ii. The method that the center will use to notify parents of concerns that could lead to expulsion, such as written notification or a parent conference;

iii. Sufficient time limits before expulsion to enable parents to make alternative child care arrangements or to take the necessary corrective action to allow the child to remain at the center, except as specified in (j)1iv below; and

iv. Circumstances that may warrant immediate expulsion of a child from the center, such as potentially dangerous behavior by a child or parent.

2. The center shall not expel a child based solely on the child's parent making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing regulations, or questioning a center directly regarding policies and procedures.

3. The center shall give a copy of the expulsion policy to the parent of each enrolled child.

4. The center shall secure and maintain on file a record of each parent's signature attesting to receipt of the expulsion policy.

5. If the center determines to expel a child, the center shall maintain on file a record of the circumstances, parental notification and corrective action